

FILED *Records 4*  
RETURN TO

Approved For Release 2005/11/21 : CIA-RDP70-00211R000300140030-9

RECORDS MANAGEMENT DIVISION

LEHAY NEWSLETTER - Dec 53

Number of pieces of paper created annually by nation's office workers - 175 billion.

One file drawer of records created annually for each of countries 62 million workers.

Salaries of office workers - \$35 billion (1/9 of total national income.).

30 years ago 1 office worker for every 4 factory workers, now ratio is 2 for 4, 1 for each farmer,  $1\frac{1}{2}$  for each salesman.

62 million file drawers of records created per year.

2 million file clerks needed to handle records now on file.

1 trillion, 250 billion pieces of paper created and filed over the years in our offices, etc.

Cost of producing a piece of paper - average 20¢.

Federal government creates 7 billion pieces of paper annually, a little less than 1 drawer for each of 2 million 300 thousand employees.

Minimum cost of maintaining one piece of paper in an office file for one year - 1¢ - average  $1\frac{1}{2}$ ¢.

600 billion records are now housed in office space and equipment. - Annual minimum cost 600 billion  $\times 1\frac{1}{2}$ ¢ = 6 billion dollars.

Total record holdings of Federal Government - 5,000 file miles. File drawer from Pentagon to Kremlin.

Minimum cost of maintaining a 4 - drawer file in an office is \$140 per year. (Per Remington-Rand - Seares, Foley and Gleason in Yardsick of Filing Cost and Efficiency.